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## OUT OF STATE TRAVEL REQUEST AND AIRLINE TICKET REQUISITION

### **PURPOSE:**

The Out-of-State Travel Request and Airline Ticket Requisition serves two primary purposes:

1. As an out-of-state travel request it is the form to be used to request prior approval for all travel outside of Oklahoma for state and non-state employees.
2. As an airline ticket requisition it is the form to be used to purchase an airline ticket if that airline ticket is to be billed directly to Oklahoma State University (for both state and non-state employees).

Often, this single form serves both purposes simultaneously.

### **GENERAL GUIDELINES FOR COMPLETION OF THE REQUEST:**

#### **State Employees**

1. One form must be completed for every trip outside of Oklahoma. *This would include any travel that will not be reimbursed by Oklahoma State University.* Blanket requests can be submitted under special circumstances. For more information about Blanket Requests, see the end of this section. Travel requests for current OSU employees should be processed through the AIRS system.
2. The request should be typed or clearly legible. An Excel spreadsheet form is available on the OSU Travel website, [travel.okstate.edu](http://travel.okstate.edu).
3. The subsequent travel voucher submitted for claim reimbursement should not exceed the total on the Out-of-State Travel Request and Airline Ticket Requisition. *If the travel voucher exceeds the request estimate by \$50 or more, please provide a memo with the travel voucher explaining the difference.* The memo must be sent or approved by the persons with proper signature authority (as detailed on page 3 of this section).
4. Purchases of commercial airline tickets must be made through state contract travel agencies unless specific special circumstances exist. See Section 5 for further explanation about exceptions.

#### **Non-State Employees**

1. A request must be made only if an airline ticket is direct billed to Oklahoma State University or if the trip destination is outside of Oklahoma.
2. The request should be typed and clearly legible.

### **COMPLETION OF THE FORM -- STATE EMPLOYEES:**

#### **1. Travel Requisition Number**

Enter the travel requisition number from the travel voucher that will be used to support the claim for reimbursement. These numbers are obtained in even number blocks of ten (10) or more from the travel section of University Accounting.

#### **2. Estimated Expenses: Lodging**

Enter the best estimate of lodging expenses. See Section 5 - "Lodging" for additional details about allowable lodging expenses. See the Federal Government's website, <http://www.gsa.gov>, for standard lodging rates for various cities. Do not enter an amount here if Pcard will be used as the payment method.

#### **3. Estimated Expenses: Per Diem (Meals)**

Enter the best estimate of meal or per diem expenses. See the federal government's website, <http://www.gsa.gov>, for per diem rates for various cities.

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**4. Estimated Expenses: Transportation**

Enter the best estimate of airfare expenses. Do not include airline tickets to be billed directly to Oklahoma State University.

**5. Estimated Expenses: Other Expenses**

Enter the best estimate of all other related and allowable expenses. This should include mileage, miscellaneous and local transportation expenses. See the example at the end of this section.

**6. Total of Above**

Excel will sum the amounts in items 2 through 5. The Travel Section of University Accounting will compare this total to the total appearing on the travel claim for all claims for which the airline ticket is not prepaid.

**7. Lodging – OSU Purchasing Card**

Enter the best estimate of lodging expense if a Pcard will be used for payment. Check the box next to “Lodging – OSU Purchasing Card.”

**8. Airfare If Prepaid by OSU**

Enter the best estimate of the airline expense to be billed directly to OSU or if paid by Pcard. Check the box next to “Prepaid OSU Purchasing Card” if the airline ticket was purchased using a departmental OSU Purchasing Card.

**9. Total Estimated Expenses**

Excel will sum items 6, 7 and 8 here. The Travel Section of University Accounting will compare this total to the total appearing on the travel claim for reimbursement.

**10. Traveler Name**

Enter the name of the traveler.

**11. Title**

Enter the employee's job title at Oklahoma State University.

**12. Campus Wide ID**

Enter the traveler's Campus-wide ID, if applicable. A social security number is not needed here.

**13. Account Title**

Enter the title/name of the account to be charged.

**14. Account number**

Enter the account number as follows:

COA (chart of accounts)- Enter the appropriate chart code.(1,2,3,4,5,6,7,8,9)

Fund Code - Enter the appropriate six digit departmental fund code.

FY (fiscal year) - Enter the last two digits of the appropriate fiscal year. (Example: 2025=25)

**15. State Agency Cost/Non-Contracted Cost/Cost Savings**

If the box for “Prepaid OSU Purchasing Card” is checked for airfare as stated in #8 above, then a quote from a state contract travel agency should be placed under the State Agency Cost and the actual cost of the airline ticket should be placed in the Non-Contracted Cost box. The Cost Savings is the difference between the State Agency Cost and Non-Contracted Box.

**16. Prepared by/Extension/Date**

Enter the preparer's name, telephone extension, and the date of the request.

**17. Description of Trip: Nature of Official Business, Including Meeting Times**

Enter the nature of the business trip, and the dates/times of the first and last meetings.

**18. Description of Trip: Destination, Including Dates & Times of Departure & Return**

Enter all destinations, and the estimated beginning and ending dates of the trip.

**19. Description of Trip: Remarks**

Enter remarks about anticipated special occurrences that may be deemed "unusual." Some examples are: Taking annual leave directly before, during, or after the business trip or taking an earlier flight to reduce the airline cost. Budgetary restrictions may also be listed here.

**20. Signatures: Traveler**

The traveler must sign and date the form. If the traveler is not readily available, the department may sign for the traveler by signing the traveler's name and then placing their initials next to the signature.

**21. Signatures: Approval**

The completed form must be submitted to the appropriate department head, dean, director, and/or vice president with sufficient time for approval. Two administrative signatures, other than the traveler, one of which must be a dean or vice president, are required on all requests for less than one week's duration, with the following exceptions:

- A. The appropriate vice president will provide the final signature on the following requests from sources other than state funds (other than ledger 1 accounts):
  1. Blanket authorization for travel.
  2. Out-of-State travel requests in excess of one week's duration.
- B. The appropriate vice president will provide the final signature on the following requests, regardless of funding:
  1. Travel requests for more than three employees attending the same meeting, seminar, etc.
  2. Travel requests for persons reporting directly to the vice president.
- C. The president will provide the final signature on the following requests from state funds (ledger 1 accounts):
  1. Blanket authorization for travel.
  2. Travel requests in excess of one week's duration.
  3. Unusual requests, which in the vice president's opinion, should be reviewed by the president.
- D. The president will provide the final signature on requests for persons reporting directly to him or her, regardless of funding.
- E. The Board of Regents/OSU Global Office will continue to approve all out-of-country requests (interpreted to mean, in this case, travel outside the 50 U.S. states and outside other U.S. territories)
- F. For various reasons, the OSRHE, OSU Board of Regents, or the president may implement temporary approval requirements. Instructions will be provided by letter of memorandum during those periods.

**22. Employee Certification**

Upon completion of a trip which involved the prepayment of an airline ticket by OSU, the traveler will sign the form attesting to the proper use of the ticket. A signed travel voucher may be used in lieu of the signed Employee Certification on the travel request.

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**COMPLETION OF THE FORM – NON-STATE EMPLOYEES**

Note: Non-state employees are required to complete the Out-of-State Travel Request and Airline Ticket Requisition Form if an airline ticket is being billed directly to OSU on their behalf or if the destination is outside Oklahoma. Subsequently, the non-state employee will not be required to complete all sections of the form. They need only complete the following sections:

Note: Non-state employees CANNOT claim travel expenses if they are receiving an honorarium or fees for services rendered. Exceptions to this can be made for non-US citizens.

**1. Travel Requisition Number**

Enter the travel requisition number from the travel voucher that will be used to support the claim for reimbursement. These numbers are obtained in blocks of ten (10) or more from the Travel Section of University Accounting.

**8. Airfare If Prepaid by OSU**

Enter the best estimate of the airline expense to be billed directly to OSU. Purchases of commercial airline tickets must be made through state contract travel agencies unless specific special circumstances exist. Check the box next to "Prepaid OSU Purchasing Card" if the airline ticket was purchased using a departmental OSU Purchasing Card.

**10. Traveler Name**

Enter the name of the traveler.

**11. Title**

Enter "Volunteer" or "Interviewee" to describe the task of the non-state employee.

**13. Account Title**

Enter the title/name of the account to be charged.

**14. Account Number**

Enter the account number as follows:

COA (chart of accounts) - Enter the appropriate chart code.(1,2,3,4,5,6,7,8,9)

Fund Code - Enter the appropriate six digit departmental fund code.

FY (fiscal year) - Enter the last two digits of the appropriate fiscal year. (Example: 2025=25)

**15. State Agency Cost/Non-Contracted Cost/Cost Savings**

If the box for "Prepaid OSU Purchasing Card" is checked for airfare as stated in #8 above, then a quote from a state contract travel agency should be placed under the State Agency Cost and the actual cost of the airline ticket should be placed in the Non-Contracted Cost box. The Cost Savings is the difference between the State Agency Cost and Non-Contracted Box.

**16. Prepared by/Extension/Date**

Enter the preparer's name, telephone extension, and the date of the request.

**17. Description of Trip: Nature of Official Business, Including Meeting Times**

Enter the nature of the business trip, and the dates/times of the first and last meetings.

**18. Description of Trip: Destination, Including Dates & Times of Departure & Return**

Enter all destinations, and the beginning and ending dates of the trip.

**19. Description of Trip: Remarks**

Enter remarks about anticipated special occurrences that may be deemed "unusual."

**20. Signatures: Traveler**

The applicant must sign and date the form. If the traveler is not readily available, the department may sign for the traveler by signing the traveler's name and then placing their initials after the signature.

**21. Signatures: Approval**

The completed form, must be submitted to the appropriate department head, dean, director, and/or vice president with sufficient time for approval. Two administrative signatures, one of which must be a dean or vice president, are required on all requests for less than one week's duration, with the following exceptions:

- A. The appropriate vice president will provide the final signature on the following requests from sources other than state funds (other than ledger 1 accounts):
  1. Blanket authorization for travel.
  2. Out-of-State travel requests in excess of one week's duration.
- B. The appropriate vice president will provide the final signature on the following requests, regardless of funding:
  1. Travel requests for more than three employees attending the same meeting, seminar, etc.
  2. Travel requests for persons reporting directly to the vice president.
- C. The president will provide the final signature on the following requests from state funds (ledger 1 accounts):
  1. Blanket authorization for travel.
  2. Travel requests in excess of one week's duration.
  3. Unusual requests, which in the vice president's opinion, should be reviewed by the president.
- D. The president will provide the final signature on requests for persons reporting directly to him, regardless of funding.
- E. The Board of Regents will continue to approve all out-of-country requests (interpreted to mean, in this case, travel outside the 50 U.S. states).
- F. For various reasons, the OSRHE, OSU Board of Regents, or the president may implement temporary approval requirements. Instructions will be provided by letter of memorandum during those periods.

**23. Traveler Certification**

Upon completion of a trip which involved the prepayment of an airline ticket by OSU, the traveler will sign the form attesting to the proper use of the ticket. A signed travel voucher may be used in lieu of the signed Traveler Certification box on the travel request.

**BLANKET REQUESTS:**

Under certain circumstances, it would be acceptable to prepare one request for a traveler making several trips to the same location (over the course of the fiscal year). Blanket requests cannot be utilized if airfare costs are involved. For more information, please feel free to contact the Travel Section of University Accounting, extension 45865.

EXAMPLE OF OUT OF STATE TRAVEL REQUEST & AIRLINE TICKET REQUISITION

**OKLAHOMA STATE UNIVERSITY**  
**OUT OF STATE TRAVEL REQUEST AND AIRLINE TICKET REQUISITION**

TRAVEL REQUISITION  
**T** \_\_\_\_\_

**ESTIMATED EXPENSES:**

LODGING \_\_\_\_\_

PER DIEM (MEALS) \_\_\_\_\_

TRANSPORTATION (Exclude airfare listed below) \_\_\_\_\_

OTHER EXPENSES \_\_\_\_\_

TOTAL OF ABOVE \_\_\_\_\_ 0

LODGING - OSU PURCHASING CARD \_\_\_\_\_

AIRFARE IF PREPAID BY OSU \_\_\_\_\_

PREPAID OSU PURCHASING CARD \_\_\_\_\_

TOTAL ESTIMATED EXPENSES \_\_\_\_\_ 0

TRAVELER NAME \_\_\_\_\_

TITLE \_\_\_\_\_

CAMPUS WIDE ID \_\_\_\_\_

ACCOUNT TITL \_\_\_\_\_

PREPARED BY \_\_\_\_\_

EXTENSION \_\_\_\_\_ DATE \_\_\_\_\_

COB	1000 COB	19	24
BY STA RESEARCH CONT			CONTRACTOR CONT
			COST NUMBER
			0.00

**DESCRIPTION OF TRIP:**

NATURE OF OFFICIAL BUSINESS, INCLUDING MEETING TIMES \_\_\_\_\_

DESTINATION, INCLUDING DATES & TIMES OF DEPARTURE & RETURN \_\_\_\_\_

REMARKS \_\_\_\_\_

**SIGNATURES:**

TRAVELER \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

(Final Authorizing Dean or Administrative Officer)

**SKIP THIS SECTION BELOW**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO BE SIGNED BY TRAVELER UPON COMPLETION OF TRIP:** I certify that I did use the above direct purchase airline ticket for my approved out of state travel.

Prepaid airfare by authorized OSU Purchasing Card

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ACCOUNTING USE ONLY:**

APPROVED \_\_\_\_\_

DATE \_\_\_\_\_

ENTERED \_\_\_\_\_